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8-b Secretary (Steno) CAP-345-
11- Central Intelligence Agency
a - Office of the General Counsel
b - Legislative Liaison

Under general supervision of an Assistant General Counsel, P-7, serves as his secretary with responsibility for taking and transcribing dictation consisting of correspondence, memoranda, reports, studies, legal opinions and findings, proposed legislation, etc. as it affects activities and operations relative to the Central Intelligence Agency and the correlation and coordination of intelligence and intelligence information and the close working relationships of this Agency and other agencies and Congress and Congressional committees.

Searches for and assembles information from files, records, legal publications, etc. relative to current or proposed projects and legislation and prepares preliminary drafts and digests for use in development and compilation of study or report.

Independently composes correspondence, memoranda and reports on own initiative or from verbal instructions in answer to telephone and written inquiries from officials of CIA, members of Congress or officials of other agencies where centralized and coordinated replies are necessary, which requires considerable tact and discretion in making commitments or furnishing information.

Responsible for arranging meetings and conferences between superior and officials of the Agency and officials of other agencies regarding current and proposed legislation or other matters, requiring that the meetings be so arranged so as to afford a minimum of delay and confusion in scheduling time and place to meet other commitments of the officials. Attends conferences and meetings in

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action.

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Receives visitors in the office, ascertains their business and arranges conferences or interviews with superior or other officials.

Responsible for reviewing newspapers, periodicals, and other publications for information relative to proposed or current legislation, decisions, etc. relative to intelligence and intelligence activities and calls this information to the attention of superior for further study, review, or action.

Responsible for the maintenance of all files and records of immediate office relative to legislation and related intelligence subjects, and searches for and supplies information on request.

Assists Administrative Assistant in the performance of her duties as time and circumstances will allow and performs related duties as required.

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